

Financial Manager, GS- 0501-13

NCC: 624-01

Position Number: GS-03-0340

Introductory Statement: As the Project Financial Manager (budget, finance, pricing), the incumbent reports to the Deputy Project Manager for Resources (DPM/R) as a fully functional member of his/her business support team. The incumbent supplies financial management expertise to the establishment of technical program objectives and is responsible for applying financial management techniques to the accomplishment of those objectives.

Performs Budget Execution Activities 30%

Evaluates relationships between major agency administered program changes and the financial state of the organization. Takes action to ensure adequate funds for project coverage. Works with other GSFC business entities to consolidate data for viable overview of the financial status of the project.

Follows allotment to the facility in accordance with the Fiscal Plan. Distributes cost ceilings to management officials responsible for programs, maintains accounting records to prevent over-obligation, and periodically analyzes funds to identify possible trends which may result in surplus or shortage of funds.

Reviews and coordinates accounting records and prepares apportionments, allocations, and operating budgets. Monitors, tracks, and reports on program obligations. Assures that program funding data is entered into agency financial system correctly. Conducts annual year-end closing activities and reconciles with accounting records.

Analyzes, evaluates, recommends, and revises annual supplemental requests for all working capital fund accounts.

Participates in setting objectives with senior managers to meet short and long term budget needs of the organization's programs and assists in establishment of activity schedules to meet planned objectives.

Prepares a monthly status of funds for submission to senior management. Prepares a quarterly status of funds for submission to the executive staff.

Performs Financial Control Activities 25%

Works with resources staff on difficult and complex fund control activities impacting substantive mission-oriented programs and/or projects. Reviews, analyzes, and reports on various project subsystem areas. Identifies accounting changes, resource control functions, and operating level problems to ensure funds are efficiently controlled and financial records accurately reflect the status of the project's financial condition.

Develops resources data for presentations or reports on financial goals, objectives, and information to meet programmatic, budgetary, and management initiatives.

Applies expert knowledge of resource control functions to solve controversial problems in financial reporting and accounting systems ensuring that requirements are met in accordance with laws, regulations, and standards. Develops, evaluates, and recommends options and implements approved changes to improve accounting process to satisfy regulatory requirements, maintain adequate internal controls, and capture useful, reliable, and meaningful financial information.

Presents Budget Estimates and Justifications 15%

Consolidates and validates input from subordinate levels for the presentation of the budget. Oversees the compilation of materials. Working with the Project Manager or Deputy Project Manager for Resources, coordinates the presentation of and presents annual and long-range budgets for the substantive and supporting programs and/or projects.

Effectively presents budget proposals to senior officials to approve requested funding. Participates in various levels of budget reviews, including reviews by Center general management and by executive level management at NASA Headquarters.

Performs Cost Accounting Functions 15%

Serves as a technical expert, providing guidance related to general cost accounting procedures. Ensures full and proper utilization of cost accounting functions, including analyses and reconciliations, financial reporting assignments, accounting control, obligations and cost documents reviews, agency systems implementation, and procedure development and implementation.

Maintains integrity of the cost reporting at the project level. Ensures accuracy and completeness of product standard costs.

Supports planning, purchasing, order entry, productions, management, and finance through costing and analysis.

Applies specialized cost accounting knowledge to solve controversial problems in financial reporting, developing accounting system changes, and ensuring all reporting requirements are met in accordance with laws, regulations, and standards.

Prepares Budget Estimates and Justifications for Internal Agency Programs 15%

Formulates a consolidated Program Operating Plan (POP) budget for important, substantive departmental/division programs and/or projects on both a long and short-term basis. Provides expert advice and guidance to program and line managers on the interpretation of budget estimates, the formulation of budget requests and modifications thereto in support of multi-year development of major space projects.

Interprets NASA, Office of Management and Budget (OMB), and Congressional policies or regulations for the justification and submission of budget estimates. Coordinates budgetary actions with NASA Headquarters and other organizations and levels of management.

Reviews long-range budgetary and program requirements to assure their conformance with established Agency policies and intent to Congress. Develops an optimum budget, justification, supporting materials, and historical statements for providing the best possible review of Project needs. Determines the time-phasing of budget plans (e.g., acquisition and use of funds) to coincide with payments to contractors in development, procurement, or modification of systems. Prepares/edits justifications for funding needs.

ADDITIONAL PROJECT DUTIES

Serves as a financial consultant and advisor participating in management and technical working groups and special ad hoc advisory panels as may be necessary for expediting solutions to spacecraft or space vehicle development problems.

Serves as a member of Source Selection Committees and Source Evaluation Boards as assigned. Prepares in-house cost estimates and work breakdown structures. Evaluates offerors' cost proposals and provides recommendations for establishing cost/price objectives for contract negotiations.

In addition to supervision of and involvement of the financial activities of the Project, the incumbent is responsible for: (a) personal review and analysis of the progress of the financial activities toward Project objectives; (b) recommendations as to adjustments in financial staffing necessary to most effectively accomplish the Project mission; and (c) participation in responses to audit and other inquiries by various activities such as NASA Audit, GAO, Center Management and NASA Headquarters Program Management.

Frequently acts for or speaks for the DPM/R on financial matters.

Interfaces with the Procurement Operations Directorate to provide adequate and trained personnel to enhance the effectiveness of the financial capability of the Project.

Performs required travel.

Factor 1- 8 Knowledge Required by the Position

Knowledge of the Federal budget process and the NASA planning/programming/budgeting system in order to develop long-range, multiyear budgetary plans to support the development, acquisition, and launch of a major flight segment and ground segment.

Knowledge of all operating programs, functions, and objectives of NASA, and a thorough knowledge of the functions and objectives of the Program or Project.

Skill in applying the Agency's policies, regulations, and guidelines to develop budgetary plans for a significant Research and Development (R&D) program involving major contractors and extensive dealings with other government agencies, taking into account the effect of changing economic and fiscal policies.

Skills also used to evaluate contractor proposals and contractor cost reports.

Knowledge of the concepts, theories, principles, and practices of cost and pricing analysis, budgetary control, and financial analysis. Includes a firm foundation in legal principles governing business transactions and business relationships.

Knowledge of NASA and GSFC policies, procedures, and regulations applicable to project management and financial disciplines.

Ability to communicate orally and in writing.

Knowledge of basic engineering theories and practices to understand the process of instrument and spacecraft hardware development and the planned scientific accomplishments of the science instruments.

Factor 2- 4 Supervisory Controls

The supervisor makes assignments, outlining overall objectives and the resources available. The incumbent is responsible for planning and carrying out the assignment, directing or coordinating the work of others in the profession, resolving most conflicts that arise, developing changes in the plan and methodology, and interpreting policy on own initiative. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements, and workability of any recommendations.

Factor 3- 4 Guidelines

Financial management policies concerning the assignment are consistent with past practice, but are stated in terms of goals to be accomplished rather than outlining the approach to be taken to achieve desired goals. Usually an assignment is not preceded by a previous similar effort. Available guidelines are stated in general terms. The incumbent develops new methods or criteria for acquiring information, analyzing data, developing solutions, and presenting findings.

Factor 4- 5 Complexity

The work involves the financial analysis of complex, interrelated, and multi-faceted issues. Options, recommendations, and conclusions take into account and give weight to uncertainties about data and other variables which affect long-range performance. Work at this level is characterized by (a) intensive efforts in planning, coordination, or problem definition, or (b) intensive efforts in problem solving or analysis for an area where the incumbent functions as a designated authority. Programs and systems under review are broad in scope, complex, and interrelated. When functioning as a designated authority in a specialty area, the incumbent addresses problems that have been referred by other staff, or otherwise functions in an advisory capacity. Decisions regarding what needs to be done are complicated by the extreme diversity of functional program and operations and their related control systems, the conflicting requirements inherent in issues when addressing major agency programs, or the need to establish criteria when advising others.

Factor 5- 4 Scope and Effect

The purpose of the work is to provide guidance in the implementation of law, regulations, and principles of payment. The reports provide recommendations such as modifying financial management systems, workflow, or lines of authority. The work affects the financial management systems and programs throughout the organization and/or the regulated industries or other organizations with which the agency conducts business.

Factor 6- 3 Personal Contacts

Personal contacts are with officials, managers, professionals, and employees and executives of other agencies and outside organizations. Typical of these contacts are representatives of contractors, lawyers and staff of business firms, administrators, and representatives of state and local governments or other Federal agencies.

Factor 7- 3 Purpose of Contacts

The purpose of contacts is to influence others to accept critical or controversial observations, findings, and recommendations. Other contacts are to persuade managers and subject-matter experts or others on such matters as the use of alternative methods, the allocation of limited resources, or a particularly controversial interpretation of program policy. Often the contacts are strong adherents of opposing views and are influential.

Factor 8- 1 Physical Demands

The work is principally sedentary.

Factor 9- 1 Work Environment

The work is usually performed in an office setting.

Financial Manager, GS- 0501-14

NCC: 624-01

Position Number: GS-03-0341

Introductory Statement: As the Project Financial Manager (budget, finance, pricing), the incumbent reports to the Deputy Project Manager for Resources (DPM/R) as a fully functional member of his/her business support team. The incumbent supplies financial management expertise to the establishment of technical program objectives and is responsible for applying financial management techniques to the accomplishment of those objectives.

Forecasts Funds Usage for Financial Staff Services 40%

Agency expert on analyzing and resolving complex issues related to the financial aspects of network-wide programs and/or projects. Prepares resource recommendations for program/project managers as appropriate. Projects complex financial data to provide program/project managers with an overall financial status of the program/project.

Provides timely financial advice required to make effective decisions and provide for proper program/project planning. Contributes financial advice applicable to all stages of planning, policy formulations, and decision making.

Interprets NASA, Office of Management and Budget (OMB), and Congressional policies or regulations for the justification and submission of financial estimates. Coordinates financial actions with NASA Headquarters and other organizations and levels of management.

Reviews long-range financial and program requirements to assure their conformance with established Agency policies and intent to Congress.

Presents Budget Estimates and Justifications 25%

Devises effective strategies for soliciting funding for a program/project. Directs the compilation of data and materials deemed necessary to present strategies. Studies the materials and ensures strategies have been implemented and that agency/enterprise priorities and objectives have been addressed. Effectively presents budget to senior management.

Presents the budget for the organization to senior managers of the program/project and headquarter officials as necessary. Develops strategy for presenting the budget for important substantive programs and/or projects, if applicable. Makes recommendations that follow detailed analysis and consideration of program/project requirements in relation to budgetary requirements, policies, and methods, and sources and types of funding.

Performs Budget Execution Activities 20%

Evaluates relationships between major agency administered program changes and the financial state of the program/project. Takes action to ensure adequate funds are available for

program/project coverage. Consolidates data for viable overview of the financial status of operations of the program or project.

Distributes funds to supporting organizations, analyzes actual expenses as compared to plans, makes projections and indicates what adjustments in plans will be necessary to maintain equitable program balance.

Performs budget execution work involving the most difficult fund control activities including adapting new budgetary policies and analytical methods, as appropriate. Projects and analyzes the potential effects of budgetary actions on program/project viability and attainment of program/project objectives. Evaluates the reactions of fund granting and approving officials to budget proposals.

Monitors and reports on the rate of expenditures of funds. Notifies management officials of trends toward over- and under- obligation of funds. Recommends approval or disapproval of requests for allotments and other similar funding requests. Considers financial and workload relationship that involve several matters such as the cost of supporting the needs of the changing agency mission and programs; the timing of obligations and expenditures in relations to the budget cycle and availability of funds; and the cost effectiveness of leasing or buying.

Performs Cost Accounting Functions 15%

Provides expert advice in a specialized area of cost accounting requiring the development and implementation of cost accounting policies, procedures, and reports.

Ensures cost accrual adequacy, identifies accounting and budgetary problems, and develops and maintains progressive fiscal management techniques and practices. Reviews legislation and regulations to advise program managers and other accountants on unusual and difficult accounting operational problems, when appropriate.

Conducts studies for special projects including the review, analysis, and validation of subsystem financial data. Works with accounting department to resolve accounting discrepancies in reported data. Applies cost accounting standards and principles to ensure full and proper utilization of cost accounting functions, including analyses and reconciliations, and financial reporting assignments.

Plans, directs, coordinates, and leads the reporting of costs. Provides advice to management on satisfying regulatory requirements, saving money, reprogramming funds, or improving cost operations.

OTHER PROJECT DUTIES

Serves as a financial consultant and advisor participating in management and technical working groups and special ad hoc advisory panels as may be necessary for expediting solutions to

spacecraft or space vehicle development problems.

Serves as a member of Source Evaluation Board Business Management Committee as assigned.

In addition to supervision of and involvement of the financial activities of the Project, the incumbent is responsible for: (a) personal review and analysis of the progress of the financial activities toward Project objectives; (b) recommendations as to adjustments in financial staffing necessary to most effectively accomplish the Project mission; and (c) participation in responses to audit and other inquiries by various activities such as NASA Audit, GAO, Center Management and NASA Headquarters Program Management.

Frequently acts for or speaks for the DPM/R on financial matters.

Interfaces with the Procurement Operations Directorate to provide adequate and trained personnel to enhance the effectiveness of the financial capability of the Project.

Performs required travel.

Factor 1- 8 Knowledge Required by Position

Knowledge of financial skills and techniques to accomplish program objectives.

Ability to plan, direct, and coordinate a budget and accounting program and to provide service thereon.

Knowledge of the techniques, methods, and procedures used in budget preparation and the establishment of accounting records in accordance with generally accepted accounting principles.

Ability to meet established financial and resources objectives.

Ability to analyze and review recommended budget estimates.

Experience in budget administration.

Ability to communicate effectively, orally and in writing.

Factor 2- 5 Supervisory Controls

As a recognized financial management authority, the employee is subject only to administrative and policy direction concerning overall program priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major financial management programs. Program guidance, policies, and implementation strategies are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

Factor 3- 5 Guidelines

Guidelines consist of general financial policy statements for the program and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization. The employee is recognized as an expert in the development and/or interpretation of guidance on financial management.

Factor 4- 5 Complexity

The work involves the financial analysis of complex, interrelated, and multi-faceted issues. Options, recommendations, and conclusions take into account and give weight to uncertainties about data and other variables which affect long-range performance. Work at this level is characterized by (a) intensive efforts in planning, coordination, or problem definition, or (b) intensive efforts in problem solving or analysis for an area where the incumbent functions as a designated authority. Programs and systems under review are broad in scope, complex, and interrelated. When functioning as a designated authority in a specialty area, the incumbent addresses problems that have been referred by other staff, or otherwise functions in an advisory capacity. Decisions regarding what needs to be done are complicated by the extreme diversity of functional program and operations and their related control systems, the conflicting requirements inherent in issues when addressing major agency programs, or the need to establish criteria when advising others.

Factor 5- 5 Scope and Effect

Analyzes and evaluates major financial aspects of substantive, mission-oriented programs. Develops long-range financial plans, goals, objectives, and milestones or evaluates the effectiveness of financial management efforts within the network of financial organizations assigned. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major financial management problems or plans the most significant financial management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments. Financial reports contain findings and recommendations of major significance to top management of the agency.

Factor 6- 3 Personal Contacts

Personal contacts are with officials, managers, professionals, and employees and executives of other agencies and outside organizations. Typical of these contacts are representatives of contractors, lawyers and staff of business firms, administrators, and representatives of state and local governments or other Federal agencies.

Factor 7- 3 Purpose of Contacts

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Factor 8- 1 Physical Demands

The work is principally sedentary.

Factor 9- 1 Work Environment

The work is usually performed in an office setting.